

EMPLOYMENT VACANCY

AMERICAN EMBASSY WELLINGTON

POSITION TITLE: Special Projects Coordinator

DATE: August 27, 2010

NO: VA 09-10

TO: All Interested Candidates

Opening Date: Friday August 27, 2010
Closing Date: 5:00p.m. Friday September 3, 2010
Commencement date: As soon as possible
Work Hours: Full Time - 40 hours per week
Salary: Applicants who are ordinarily resident in New Zealand
FSN – 06
(Step 1: NZD \$44,951 gross per annum)

Eligible Family Members
FP - 08*
(Step 1: US\$33,390 gross per annum)
**Actual grade will be determined by the Department*

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Management Section of the United States of America Embassy in Wellington is seeking a qualified individual for the position of Special Projects Coordinator.

BASIC FUNCTION OF POSITION

The incumbent will be placed on a register and based on their clearance status, availability, background and qualifications will perform the following tasks: provides security escort services to outside contractors, conducts and prepares the Retail Price Survey, and organizes other special projects as assigned by the Management Officer. The incumbent has back up responsibilities for: the Mail Clerk, IPC Administrative Assistant, and can be tasked to provide coverage to administrative clerk positions in the Management section.

A copy of the complete position description listing all duties and responsibilities is available at <http://newzealand.usembassy.gov/> or in the Human Resources Office. Contact Kaye Olliver (HR Specialist) on extension 6171.

REQUIRED QUALIFICATIONS

- a. Education:** Completion of Secondary School is required.
- b. Prior Work Experience:** One year of general work experience.
- c. Post Entry Training:** RSO Security Briefing and other training as required.

- d. Language Proficiency:** Level III (good working knowledge) of English is required.
- e. Job Knowledge:** Must be security conscious, excellent interpersonal and organizational skills.
- f. Skills & Abilities:** Proficient in Microsoft Office applications. Position requires a U.S. citizen Eligible Family Member or a U.S. citizen eligible to obtain a *Top Secret* security clearance. This requirement cannot be waived. Must be able and agree to work flexible hours, outside of normal working hours in a variety of work environments. Must possess a clean, valid driver's license, and successfully complete the APO mail clerk training to be a certified Mail Clerk.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the applications.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must complete a medical and security background check.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

HR Specialist
Embassy of the U.S.A.
P.O. Box 1190
WELLINGTON
Or e-mail: Wellington.HR@state.gov

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: 5:00p.m. on Friday September 3, 2010

The US Mission in Wellington provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.